

1 Rule 4-202.01. Definitions.

2 Intent:

3 To provide a uniform definition for special terms.

4 Applicability:

5 This rule applies to the judicial branch.

6 Statement of the Rule:

7 As used in these rules:

8 (1) “Access” means to inspect and obtain a copy.

9 (2) “Court record” means a record prepared, owned, received, or retained by a court or the
10 administrative office of the courts.

11 (3) “Record” means books, letters, documents, papers, maps, plans, photographs, films,
12 cards, tapes, recordings, data or other materials, regardless of form or characteristics, that are
13 reproducible.

14 (4) “Record” does not mean any of the following unless received into evidence:

15 (4)(A) drafts, calendars, notes or similar materials prepared for the originator’s personal use
16 or for the personal use of an individual for whom the originator works;

17 (4)(B) materials legally owned by an individual in the individual’s private capacity;

18 (4)(C) materials to which access is limited by the laws of copyright or patent unless the
19 copyright or patent is owned by the courts;

20 (4)(D) proprietary software or software developed or purchased by or for the courts for its
21 own use;

22 (4)(E) junk mail or commercial publications received by the courts or an official or employee
23 of the courts; or

24 (4)(F) materials contained in the collection of libraries open to the public.